

**REQUEST FOR APPLICATIONS**

**TO SUPPORT**

**REGIONAL YOUTH DEVELOPMENT  
PROGRAMS AND STRATEGIES**

**March 2004**

**California Department of Education  
Safe and Healthy Kids Program Office  
1430 N Street, Suite 6408  
Sacramento, CA 95814**

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# REQUEST FOR APPLICATIONS TO SUPPORT REGIONAL YOUTH DEVELOPMENT PROGRAMS AND STRATEGIES

## I. INTRODUCTION

The purpose of this Request For Applications (RFA) is to select county offices of education (COEs) to develop, administer, and implement regional youth development programs and strategies designed to create more supportive and asset-rich environments. The objective is to connect youth to their school communities, engage them in learning, promote their resilience, and reduce their involvement in substance use including tobacco, violence, and other risk behaviors. Applicant counties may provide services selected from the suggested menu of activities outlined in Section IV, Proposal Contents.

The California Department of Education (CDE) will allocate \$220,000 (\$20,000 for each of the 11 Superintendent's regions) for youth development programs to operate from June 1, 2004 through June 30, 2006. All COEs are eligible to apply for these youth development funds. School districts and individual school sites are not eligible. Although all COEs may apply, it is anticipated that **a region will designate one county to act as the lead county to apply for these funds and provide services to all local educational agencies (LEAs) in their region.** Applicants that wish to submit an application should contact Tilana Green at 916-319-0199 in the Safe and Healthy Kids Program Office (SHKPO) before preparing an application.

Applications must be received by April 16, 2004; funds will be awarded to successful applicants on June 1, 2004.

## II. BACKGROUND

For decades, commissions, task forces, practitioners and youth themselves have bemoaned the fragmentation, competing assumptions, competing directives and "silo mentality" of California's youth-serving systems. Also, California government has been organized with separate departments, agencies, and organizations to provide services to address a variety of individual, specific problems facing youth. These include alcohol, tobacco, and other drug use, violence, teen pregnancy, school drop-outs, and separate categories of youth needs such as mental health, employment, and education.

The CDE has taken a lead role in the state to find ways to address the variety of youth problems and needs through a new approach that allows all state departments, agencies, and organizations to work together toward common goals that not only prevent problems but help youth become fully prepared for success in schools and communities. This will result in a stronger likelihood of becoming healthy, successful adults. Beginning in 1990, the Healthy Kids Program Office, in the Learning Support and Partnerships Division (LSPD) of the CDE, took the lead to bring state and local representatives together to meet with cutting edge researchers and leaders in a new collaborative approach to help youth develop protective factors

and resiliency skills. CDE published information about this approach in a landmark document entitled *Not Schools Alone, Guidelines for Schools and Communities to Prevent the Use of Tobacco, Alcohol, and Other Drugs Among Children and Youth*.

During the past 10 years, more studies were conducted nationwide and this approach became more widely known as positive youth development or simply youth development. Youth development was recognized as being important enough to be written into CDE's strategic plan as a key goal for the Child, Youth, and Family Services Branch, the LSPD, and the SHKPO.

In 2000, CDE again took the lead to organize an important Summer Institute on Youth Development where teams representing state agencies and departments, the federal Safe and Drug Free Schools and Communities Office, and LEAs met with prominent leaders and trainers in the growing field of youth development and youth asset building. As staff development and information about youth development strategies, activities, and programs became more and more in demand in California, CDE continued its leadership role by providing contracts to conduct county and regional workshops, conferences, training of trainers (TOT) workshops, and technical assistance services throughout the state. CDE published *Getting Results, Update 1, Positive Youth Development, Research, Commentary and Action*, obtained grants from foundations, and contracted with WestEd to conduct additional studies on assets and youth development. The results of these studies supported youth development by showing how students with high degrees of youth assets had lower drug, alcohol, tobacco use, and lower involvement in violence, and higher levels of academic success such as higher SAT scores, and higher Academic Performance Index (API) scores at their schools. This was consistent with national research from the Search Institute and other leaders in the growing youth development field.

The SHKPO and LSPD have continued the collaboration with other state government representatives, the Legislature, and the Governor's Office of Planning and Research to provide state conferences such as two annual Youth Vista Conferences, and two annual Youth Development Summits. These include a highly successful program entitled, *Building Bridges* held this past October 22, 2003, in San Jose. This was in coordination with the Search Institute's *Healthy Communities Healthy Youth* national conference.

To continue meeting the need and demand to implement cost effective and collaborative youth development practices in California, especially in school settings, the CDE is proposing to offer grants to 11 COEs to provide staff development for representatives of LEAs in the 11 regions established by the County Superintendents of Schools.

### **III. APPLICATION PROCESS AND INSTRUCTIONS**

## A. Timetable

March 19, 2004	RFA available to County Offices of Education
April 2, 2004	Optional Letter of Intent <b>faxed</b> (do not mail, please) by this date (fax number 916-319-0218)
April 16, 2004	Proposals <b>received at</b> CDE by 5:00 p.m.
April 22, 2004	Proposal review and rating
May 4, 2004	A list of the proposed grant recipients will be posted at 1430 N St., Suite 6408, Sacramento, CA. and on CDE's Web site: <a href="http://www.cde.ca.gov">http://www.cde.ca.gov</a>
May 4 - 25, 2004	Appeal Period
May 28, 2004	Notification sent to successful applicants
June 1, 2004	Program Funding Starts
June 30, 2006	Program Funding Ends

## B. General Requirements

COEs submitting an application must comply with the instructions, format, and content requirements detailed in this section.

Submission of an application constitutes a release of information and waiver of the agency's right to privacy with regard to information provided in response to the RFA. Ideas and formats presented will become the property of the CDE.

1. Letter of Intent - Any COE that intends to submit an application in response to the RFA is requested (not required) to fax a letter of intent (Attachment A) by April 2, 2004.

The letter of intent should be faxed (do not mail) to:

Tilana Green  
Safe and Healthy Kids Program Office  
FAX (916) 319-0218

2. CDE must receive the original and four copies of the completed application(s) no later than **5:00 p.m., April 16, 2004** at the following address:

California Department of Education  
Safe and Healthy Kids Program Office  
1430 N Street, Suite 6408  
Sacramento, CA 95814

Attention: Tilana Green

3. The grant application cover sheet (Attachment B) must be filled out completely and include an original signature of the County Superintendent of Schools or their designee. The cover sheet must designate a contact person and provide that person's telephone number.
4. The application narrative must be submitted in the format specified in Section III B, General Requirements of this document, demonstrating the ability of the COE to meet the qualifications, requirements, and standards in this RFA. Grant application narratives must be no longer than 10 pages (excluding cover sheet, assurances, budget and certifications) and must be typed or printed, and readable.
5. Other supporting material such as news clippings may be attached. There is no page limit on this material, but it should not contain critical information, because application reviewers may only skim it.
6. The budget for the proposed program should be included as an attachment to the narrative. The budget does not count as part of the total pages allowed for narrative.
7. Letters of support or other documenting evidence may be provided to demonstrate broad-based support from representatives from other counties to be served within the region. There is no limit on the number of letters of support, nor is there a limit on the number of pages for those letters.
8. The Assurances Form (Attachment C) must be included with the original signature of the County Superintendent of Schools or their designee.
9. The Drug-Free Workplace Certification (Attachment D) must be completed and included.
10. The font used to complete the application must be Arial 12 or larger; margins must be one inch (the body of this RFA is Arial 12.) Applications must be single-spaced.
11. Applications should be submitted on standard, white 8 1/2 x 11 inch paper.

## **IV. PROPOSAL CONTENTS**

Regional Youth Development Programs and Strategies: One county in each of 11 regions of the state will be funded \$20,000 to provide regional services to further the implementation of youth development policies, practices, and programs. Applicants will describe specific services to be provided, along with a timeline that includes required activities as well as other services selected from a menu of suggested activities that meet local needs.

### **A. Required Activities and Timelines**

1. Host at least one workshop on Youth Development and Youth Assets for Superintendents and Policy Makers. This workshop must be publicized and held for superintendents of school districts, assistant superintendents, principals, and school board members. Top-level policy makers in the region must publicize it in a way that will motivate the highest possible attendance. You may contact your CDE regional consultant for help on attendance strategies. The county coordinator may contact Clay Roberts who is preparing a standardized superintendents' training package. To receive additional information about his presentation and to make arrangements for workshop dates, contact Clay Roberts at (206) 842-4233.

The workshops will show how youth development and assets are linked to higher success in schools such as higher student grade point averages, higher scores on standardized tests, and higher academic performance index scores for schools. The content will also include information about the national and state research that shows how positive youth development and building youth assets are linked to lower prevalence rates of youth involvement in drug, alcohol, tobacco use, crime, and violence. The workshop will include suggested activities, examples of successful practices in other school districts, and resource information.

2. Host at least one regional youth development summit, institute, or conference Webcast for school personnel, parents, community members, and students by noted experts in the field of youth development, resiliency, and youth assets. At least one regional Youth Development Summit must be coordinated to coincide with other Regional Youth Development Summits that will be held on the same day throughout the state via a Webcast in coordination with the Digital California Project, tentatively set for October 1, 2004. These cost-effective regional summits have been proposed by Senator Dede Alpert, the Attorney General's Office, the Governor's Office of Planning and Research, and other state agencies/organizations. The purpose is to meet the needs of California in lieu of a single state Youth Development Summit for 2004. This event must include youth involvement in planning and implementation. Suggested resources are local area presenters, local county coordinators, CDE consultants, WestEd staff, Friday Night Live youth, and other noted experts speaking on the Webcast from other sites.

## 2. Menu of Activities

- a. Conduct a TOT workshop to develop a stronger capacity to provide local “Assets 101” presentations on building youth assets and supporting youth development strategies and activities in schools and communities. Suggested resources are local county coordinators, Clay Roberts, Bonnie Benard, Rick Phillips, Eric Schaps, and CDE consultants. A packet of resources will be sent to the lead COE. For more information on possible trainers, contact staff at the SHKPO: D.J. Peterson at (916) 319-0548, or Tilana Green at (916) 319-0199.
- b. Provide staff development through regional youth development summits, institutes, or conferences for school personnel, parents, community members, and students by noted experts in the field of youth development, resiliency, and youth assets. These events should include youth involvement in planning and implementation; presenters may be selected to meet local needs.
- c. Purchase copies of resource materials on youth development and assets, to be made available to schools and communities for local review.
- d. Provide technical assistance and support for using media to further youth development through animated or other public service announcements (PSAs) developed by youth and shown in schools, movie theaters, and television.
- e. Provide technical assistance and support to encourage schools and communities to create positive youth development murals, encouraging words, and other positive images on walls and buildings at schools and in the community. These images should positively portray youth and adults in community service and learning activities that promote a positive school climate.
- f. Provide staff development and resource suggestions to promote youth development activities, increased parent education and involvement related to youth development and assets, as one of the federally required Principles of Effectiveness in *No Child Left Behind (NCLB)*.
- g. Provide other related activities if requested by the COE and approved by CDE staff.

## 3. Summary of Past Program Accomplishments

- a. Describe past program accomplishments including descriptions of past staff development activities, information from workshop evaluations, number of staff served, number of trainings provided, and written testimonials or letters of support.



#### 4. Evaluation Plan and Reporting

- a. Describe how the activities to be provided will be evaluated including the degree to which the activities are completed, and how feedback will be collected about the services that are provided. Provide an assurance that a database of names of participants and corresponding names of school districts will be kept to allow CDE to track the regional youth development efforts and allow CDE to compare results using the California Healthy Kids Survey (CHKS). Indicate who will complete the evaluation report that will be submitted to CDE at the end of the grant period.

#### 5. Management and Staffing

- a. Describe how the COE applicant obtained support from other COEs to serve the LEAs within their region. Briefly describe how the grant activities will be managed and staffed.

#### 6. Budget

- a. The budget for each regional COE is \$20,000 for the grant period. The budget summary should display proposed line item expenditures for the complete grant time period in a budget summary format according to the expenditure codes in the school accounting manual. In addition, budget justification detail pages should display the budget according to the line items and proposed activities to be funded. A sample format will be provided. Once a proposal is funded, budget line items may be adjusted by up to 10 percent as long as the total of all line items does not exceed the total budget amount.
- b. Three COEs will be selected to provide regional advanced TOT workshops to serve the northern, central, and southern areas of the state. A budget of \$3,000 of additional funds will be provided for this work. The budget should include information for the budget summary and budget justification detail. Sample budget pages will be provided.

### **V. ADDITIONAL FUNDING FOR ADVANCED TOT WORKSHOPS**

Three counties, serving the northern, central, and southern areas of the state, will be selected and granted \$3,000 each to conduct Regional Advanced TOT Workshops, "Assets 202." The suggested resource is Clay Roberts through Vision Training. The funds include fees for Vision Training, search training expenses and travel for Clay Roberts, county costs for duplication of materials, advertising, registration, staff time, and local site costs. The advanced TOT is for experienced asset trainers to be better prepared to conduct local workshops and provide technical assistance to transform school communities into places that are thriving, asset building, and effective in helping youth succeed. For more information on arranging dates for these TOT workshops, contact Clay Roberts at (206) 842-4233.

## **VI. GRANT AWARD SELECTION**

### **A. Reviewing and Scoring Applications**

After receipt of the applications, CDE will review each application to determine if the application meets the format and technical requirements in Section III of this RFA. Stipulations may be required as needed.

CDE will post a notice of the proposed grant recipients on May 4, 2004, between 8:00 a.m. and 5:00 p.m. Copies of the rating sheets and applications will be available for public inspection during this period in the SHKPO, 1430 N St., Suite 6408, Sacramento, CA. Following the posting period, CDE will formally notify the proposed grant recipients in writing and CDE will post the results at <http://www.cde.ca.gov>, CDE's Web site.

### **B. Appeal Procedures**

Appeals to the grant awards must be filed within ten (10) working days of the initial posting of the grant recipients. The letter of appeal must be signed by the same person authorized to sign the application and must be received by 5 p.m. on May 25, 2004. Appeals that are incomplete, late, or refute the readers' comments that are provided for technical assistance will not be considered. The protesting applicant(s) must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester's position, and the remedy sought. Applicants wishing to appeal a grant award decision must submit a letter of appeal by mail, fax or in person to:

Sue Stickel, Deputy Superintendent  
California Department of Education  
1430 N Street, Suite 5602  
Sacramento, CA 95814

The Deputy Superintendent may hold oral hearings, review written briefs, or both. The Deputy Superintendent's decision shall be the final administrative action afforded the appellant.

## **VII. Retention of Records**

The grant award recipient shall maintain accounting records and other evidence pertaining to costs incurred, with the provision that the grant recipient will keep them available during the grant award period and thereafter for five full years from the date of the final payment. The CDE must be permitted to audit, review, and inspect the activities, books, documents, papers, and records during the grant award period and thereafter for five full years from the date of final payment of funds.

**Attachment A**

**California Department of Education  
Safe and Healthy Kids Program Office**

**REGIONAL YOUTH DEVELOPMENT PROGRAMS AND STRATEGIES**

This letter of intent is optional, but it is very helpful for CDE to know the number of applications in advance. Please fax by April 2, 2004. Do **not** mail the letter (in addition to the fax) because it alters the count.

Fax to: Tilana Green  
Safe and Healthy Kids Program Office  
916-319-0218

County Office of Education: \_\_\_\_\_

This Letter of Intent is to inform the California Department of Education that the county office of education named above intends to apply for funding under the Regional Youth Development Program and Strategies.

\_\_\_\_\_  
County Office of Education Contact Person/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
(     )

\_\_\_\_\_  
Phone

**California Department of Education  
Safe and Healthy Kids Program Office**

## 2004 REGIONAL YOUTH DEVELOPMENT PROGRAMS AND STRATEGIES APPLICATION

Original and four copies must be received by **5:00 PM, April 16, 2004** addressed to: California Department of Education, Safe and Healthy Kids Program Office, 1430 N Street, Suite 6408, Sacramento, CA 95814.

Program Title <b>Regional Youth Development Programs and Strategies</b>		Project Duration: <b>June 1, 2004 through June 30, 2006</b>	
County Office of Education		Total Funds Requested \$	
Address:		Telephone Number ( )	
City/State/Zip Code		Fax Number ( )	
Email:			
Description: (summarize purpose and scope of program)			
County Superintendent of Schools (Type or Print)		Contact Person	
		Contact Person Telephone ( ) fax ( )	
Certification: I have reviewed this grant application and will support its implementation if funded.			
Superintendent Signature (or Assistant Superintendent)		Date	

**REGIONAL YOUTH DEVELOPMENT PROGRAMS AND STRATEGIES GRANT  
ASSURANCES**

Original signature of the county superintendent of schools or their designee is required to assure the following requirements:

1. Funds made available for the Regional Youth Development Programs and Strategies will be used to supplement, not supplant, existing programs.
2. The grant award recipient shall maintain accounting records and other evidence pertaining to costs incurred, with the provision that the grant recipient will keep them available during the grant award period and thereafter for five full years from the date of the final payment. The California Department of Education must be permitted to audit, review, and inspect the activities, books, documents, papers, and records during the progress of the work and for five years following final payment of funds.
3. The county office of education will evaluate the implementation of the Youth Development Programs and Strategies and summarize in a report the data and information collected. The report will be submitted no later than June 15, 2006 to the Safe and Healthy Kids Program Office, 1430 N Street, Suite 6408, Sacramento, CA 95814.

County Office of Education: \_\_\_\_\_ Date: \_\_\_\_\_

Name of County Superintendent of Schools: \_\_\_\_\_

Signature of County Superintendent of Schools: \_\_\_\_\_

STATE OF CALIFORNIA  
**DRUG-FREE WORKPLACE CERTIFICATION**  
STD.21

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COMPANY/ORGANIZATION NAME

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The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

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**CERTIFICATION**

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I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and county below, is made under the penalty of perjury under the laws of the State of California.

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OFFICIAL'S NAME

---

DATE EXECUTED

---

EXECUTED IN THE COUNTY OF

---

CONTRACTOR or GRANT RECIPIENT SIGNATURE

---

TITLE

---

FEDERAL I.D. NUMBER

---